

Records Management

Key Concepts

1	There are consequences for not following records management laws and authorities.
2	To contact your Responsible Records Officer immediately in the event of unauthorized removal, alteration, defacing or destruction of Federal records.
3	The importance of records management is to find information when you need it.
4	The difference between Federal records and non-records, regardless of medium or format.
5	All bureaus/offices must manage their federal records in accordance with approved records retention schedules.
6	Federal records fall into two retention schedule categories: temporary or permanent. Transitory Federal records do not fall into these two retention schedule categories.
7	The three phases of a records lifecycle: (1) creation, (2) maintenance and use, and (3) disposition.
8	Because of eERDMS, employees using a .gov e-mail account do not need to print e-mail messages.
9	YOUR responsibilities regarding litigation holds and other preservation obligations. As a reminder, you must ensure the information and materials are: <ul style="list-style-type: none">• not purged, deleted, or destroyed;• preserved in its original format;• provided in a timely manner; and• maintained in a readily retrievable manner in preparation for review or production upon request.
10	The importance of records that require unique handling: High-Level Officials and Indian Fiduciary Trust.
11	To contact YOUR Responsible Records Officer for further training, guidance, and records management information.